

**ZONING PERMIT  
APPLICATION**

**Fee: \$38.00**



**Seth Laughlin**  
**LaughlinS@newbernnc.gov**  
**(252) 639-7582**  
**Fax: (252) 636-2146**  
**303 First Street**  
**New Bern, NC 28560**

**Applicant / Building Contractor:**

**Property Owner:**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Legal relationship of applicant to property: \_\_\_\_\_

**Electrical Contractor/if applicable:**

Name \_\_\_\_\_ Title \_\_\_\_\_ License # \_\_\_\_\_

**Property Information:**

1. Business Name \_\_\_\_\_

2. Address of Property \_\_\_\_\_

3. Purpose of Permit \_\_\_\_\_

4. Zoning District \_\_\_\_\_ Lot Size \_\_\_\_\_ PLF \_\_\_\_\_ S.L.F. \_\_\_\_\_

**(Note: If more than two acres, a Special Use Permit may be required)**

5. Minimum Required Setbacks: Front: \_\_\_\_\_ ft. Side: \_\_\_\_\_ ft. Rear: \_\_\_\_\_ ft.

6. Proposed setbacks: Front: \_\_\_\_\_ ft. Side: \_\_\_\_\_ ft. Rear: \_\_\_\_\_ ft.

7. Buildings: Number existing \_\_\_\_\_ Gross Floor Area \_\_\_\_\_

Number proposed \_\_\_\_\_ Gross Floor Area \_\_\_\_\_

8. Trees: # Required: \_\_\_\_\_ # Proposed: \_\_\_\_\_ Screen Type & Location: \_\_\_\_\_

9. Parking: # Required: \_\_\_\_\_ # Proposed: \_\_\_\_\_ # Existing: \_\_\_\_\_

**ATTACH SITE PLAN OR SURVEY SHOWING EXISTING AND PROPOSED CONDITIONS.**

*I certify that the information provided is true to the best of my knowledge*

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

Approved [ ]	Denied [ ]
Staff Comments: _____	
Land & Community Development Administrator: _____	
_____	Date _____

# CITY OF NEW BERN PLANNING & INSPECTIONS

The contractor/agent must have each department high-lighted below signed off prior to a building/zoning permit being issued. **All signatures must be original and on the same sign-off sheet.**

Construction Address: \_\_\_\_\_

Contractor / Agent: \_\_\_\_\_

Name of Business: \_\_\_\_\_

1. Police Department/911      Signature \_\_\_\_\_      Date: \_\_\_\_\_  
Ronnie Compton (252) 672-4107  
Comments: \_\_\_\_\_

2. Zoning/Historic District      Signature \_\_\_\_\_      Date: \_\_\_\_\_  
Seth Laughlin (252) 639-7582  
Matthew Schelly (252) 639-7583  
Comments: \_\_\_\_\_

3. Engineering Department      Signature \_\_\_\_\_      Date: \_\_\_\_\_  
Jordan Hughes (252) 639-7525  
Comments: \_\_\_\_\_

4. Electrical Department      Signature \_\_\_\_\_      Date: \_\_\_\_\_  
Mike Harper (252) 639-2840  
Comments: \_\_\_\_\_

5. Fire Department      Signature \_\_\_\_\_      Date: \_\_\_\_\_  
Danny Hill (252) 639-2931  
Comments: \_\_\_\_\_

6. Public Works Department      Signature \_\_\_\_\_      Date: \_\_\_\_\_  
Matt Montanye (252) 639-7500  
Comments: \_\_\_\_\_

7. Craven County Health Dept.      Signature \_\_\_\_\_      Date: \_\_\_\_\_  
Keith Jernigan (252) 636-4936  
Comments: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_